

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES .
2. AMENDMENT/MODIFICATION NO. <b>PR-R1-98-10666/0002</b>		3. EFFECTIVE DATE <b>03/08/99</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR-R1-98-10666</b>
6. ISSUED BY <b>U.S. EPA Region I 1 Congress Street Suite 1100 Boston, MA 02114</b>		7. ADMINISTERED BY (If other than item 6) <b>Not Applicable.</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  <b>To All Offerors/Bidders.</b>		(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-R1-98-10666</b>
		✓	9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)****13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

**See attached.**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

**AMENDMENTS TO THE SOLICITATION**

**1. THE DATE FOR RECEIPT FOR PROPOSALS IS EXTENDED TO 2:00 PM LOCAL TIME ON APRIL 6, 1999.**

2. The clause entitled "SUBMISSION OF INVOICES (EPAAR 1552.232-70) (SEP 1990) ALTERNATE I (SEP 1990)" has been added. The text is as follows:

In order to be considered properly submitted, an invoice or request for contract financing payment must meet the following requirements in addition to the requirements of FAR 32.905:

(a) Unless otherwise specified in the contract, an invoice or request for contract financing payment shall be submitted as an original and four copies. The contractor shall submit the invoice to the following offices/individuals in the contract: original and one copy to the accounting operations office; two copies to the project officer (the project officer may direct one of these copies to a separate address); and one copy to the Contracting Officer.

(b)(1) If this is a cost-reimbursement contract, the contractor shall prepare the invoice or request for contract financing payment in accordance with EPA Form 1900-34, "Guide for the Preparation of Contractor's Claims for Reimbursement of Costs and Fees Under Cost Reimbursement Type Contracts" or EPA Form 1900-34A, "Guide for the Preparation of Contractor's Claims for Reimbursement of Costs and Fees Under Cost-Plus-Award-Fee (CPAF) Type Contracts." If the contract is a cost-reimbursement term-form contract under which contract work is authorized by individual work assignments, the invoice or request for contract financing payment shall include a summary of amounts claimed against each work assignment.

(b)(2) The invoice for a cost-reimbursement contract shall include current and cumulative charges by major cost element such as direct labor, overhead, travel, equipment, and other direct costs. The charges for subcontracts shall be further detailed in a supporting schedule showing the major cost elements for each subcontract.

(c)(1) If this is an indefinite delivery/indefinite quantity contract, the invoice or request for contract financing payment shall include a summary of amounts claimed against each delivery order, unless otherwise specified.

(c)(2) The invoice for an indefinite delivery/indefinite quantity contract shall indicate charges by major categories such as labor, travel, equipment, subcontracts, and consultants. The charges for subcontracts shall be further detailed in a supporting schedule showing the major cost elements for each subcontract.

(d) Invoices must clearly indicate the period of performance for which payment is requested and include EPA accounting information necessary to process payments. Separate invoices are required for charges applicable to the basic contract and for each option period. If contract work is ordered through individual work assignments or delivery orders, invoices must show current and cumulative charges by work assignment or delivery order number and EPA accounting information. When contracts, work assignments or delivery orders contain multiple lines of accounting data, charges that cannot be assigned to a single line of accounting information should be allocated based on the percentage of total dollars, unless otherwise specified. Required accounting information includes the account number shown in block 14 of the SF 26, block 21 of the SF 33, block 12 of the SF 30, or on the individual work assignment or delivery order (separate invoices shall be submitted for each delivery order).

(e) When the contractor invoices on a monthly basis, the period covered by requests for contract financing payments must be the same as the period for monthly progress reports required under this contract. If, in accordance with FAR 52.216-7, the contractor submits requests for contract financing payments more frequently than monthly, one payment request each month must have the same ending period of performance as the monthly progress report. Where cumulative amounts on the monthly progress report differ from the aggregate amounts contained in the request(s) for contract financing payments covering the same period, the contractor must provide a reconciliation of the difference as part of the payment request.

3. The clause entitled "SCREENING BUSINESS INFORMATION FOR CLAIMS OF CONFIDENTIALITY (EPAAR 1552.235-70) (APR 1984)" has been deleted.

4. The clause entitled "TREATMENT OF CONFIDENTIAL BUSINESS INFORMATION (EPAAR 1552.235-71) (APR 1984)" has been deleted.

5. The attached Revised Attachment B, Minimum Personnel Qualifications, is hereby incorporated to reflect a change in the minimum qualifications for the Project Manager.

6. The attached Revised Attachment G-2, Equipment Summary, is hereby incorporated. Gas Chromatograph/Electron Capture Detectors (GC/ECD) have been added to the list of Minimum Required Laboratory Equipment Inventory.

7. Responses to questions received on RFP are provided on attached.

**REVISED AMENDMENT NO. 2 TO RFP  
ATTACHMENT B  
MINIMUM QUALIFICATIONS FOR PERSONNEL**

**LABORATORY MANAGER (Key Personnel)**

Duties: Responsible for overall aspects of laboratory performance.

Qualifications: Minimum of Bachelor's Degree in chemistry or scientific/engineering discipline and six (6) years of environmental laboratory management.

**PROJECT MANAGER (Key Personnel)**

Duties: Responsible for overall aspects of EPA contract, acts as the primary contact for EPA. Responsible for assuring that all work meets the technical objectives of the contract and is performed within the EPA approved schedule and budget. Responsible for developing and implementing a plan to perform sample preparation and/or analysis for the labor hour component samples. Responsible for supervision of the personnel required to perform the labor hour component projects. Responsible for review of the final data package/report.

Qualifications: Minimum of two (2) years of project management, and six (6) years of environmental organic analytical laboratory experience. Minimum of Bachelor's Degree in chemistry **or Bachelor's degree with a minimum of 15 credit hours of college level chemistry. Provide a list of chemistry courses by title and course number to substantiate the courses completed.**

**QUALITY ASSURANCE OFFICER (Key Personnel)**

Duties: Responsible for overseeing the quality assurance aspects of the data and reporting to meet all terms and conditions of the EPA contract. QA Officer must report directly to corporate management.

Qualifications: Minimum four (4) years of environmental analytical laboratory experience, including minimum of one (1) year experience in a quality assurance function and three (3) years of organic environmental laboratory analysis. Minimum of Bachelor's Degree in chemistry or scientific/engineering discipline.

**GC/MS LABORATORY SUPERVISOR (Key Personnel)**

Duties: Responsible for all technical efforts of the GC/MS laboratory to meet all terms and conditions of the EPA contract.

Qualifications: Minimum four (4) years experience operating and maintaining gas chromatograph/mass spectrometer/data systems (GC/MS/DS), including at least one (1) year of supervisory experience. Minimum of a Bachelor's degree in chemistry or scientific/engineering.

**GC/MS INTERPRETATION SPECIALIST (Key Personnel)**

Duties: Responsible for all technical efforts concerning mass spectral interpretation of reported data to meet all terms and conditions of the EPA contract.

Qualifications: Minimum two (2) years experience in mass spectral interpretation, including training course in mass spectral interpretation, and three (3) years of GC/MS operation. Minimum of Bachelor's Degree in chemistry.

**GC LABORATORY SUPERVISOR (Key Personnel)**

Duties: Responsible for all technical efforts of the GC laboratory to meet all terms and conditions of the EPA contract. Responsible for supervising GC organics analysis staff in performing the Labor Hour projects sample preparation and/or analysis. This is hands-on position which oversees that the EPA approved preparation and/or analysis method is properly performed and meets the project objectives throughout preparation and analysis.

Qualifications: Minimum three (3) years of experience operating and maintaining gas chromatography/data systems (GC/DS), including at least one (1) year of supervisory experience. Minimum of Bachelor's degree in chemistry or scientific/engineering discipline.

**PESTICIDE/PCB ANALYSIS EXPERT (Key Personnel)**

Duties: Responsible for all technical efforts concerning chromatographic interpretation of reported pesticide residue to meet all terms and conditions of the EPA contract.

Qualifications: Minimum three (3) years experience operating and maintaining a GC/DS and interpreting GC chromatograms for pesticide/PCB analysis. Minimum of Bachelor's degree in chemistry or scientific/engineering discipline.

**SAMPLE PREPARATION LABORATORY SUPERVISOR (Key Personnel)**

Duties: Responsible for all technical efforts of the preparation of laboratory to meet all terms and conditions of the EPA contract.

Qualifications: Minimum three (3) years experience in organic sample preparation, including at least one (1) year of supervisory experience. Minimum of Bachelor's Degree in chemistry or scientific/engineering discipline.

**PREPARATION LABORATORY CHEMISTS**

Duties: Responsible for all technical efforts concerning organic sample preparation to meet all terms and conditions of the EPA contract. (Provide names of at least two (2) qualified individuals on the worksheet.)

Qualifications: Minimum one (1) year experience in Contractor's laboratory extraction/concentration procedures, high school diploma and one (1) college level course in general chemistry or equivalent.

#### **LABORATORY INFORMATION SYSTEMS MANAGER**

Duties: Responsible for the management and quality control of all computing systems (hardware, software, documentation and procedures), including: generating, updating and quality control deliverables to meet all terms and conditions of the EPA contract. Systems manager is also responsible for maintaining archives of software.

Qualifications: Minimum three (3) years of system/data management and programming experience, including one (1) year of experience with the software being utilized for data management and generation of laboratory reports. Minimum of Bachelor's Degree in computer science or programming discipline is required; or in lieu of the degree, two (2) years of experience with the software being utilized and four (4) or more courses in programming, information management, database management or systems requirements analysis.

#### **SAMPLE CUSTODIAN AND BACKUP SAMPLE CUSTODIAN**

Duties: Responsible for receiving the EPA samples (logging, handling, and storage). Backup is responsible for fulfilling the sample custodian's responsibilities if the primary is not available.

Qualifications: Minimum of High School Diploma and six (6) months of employment with the contractor's laboratory performing sample custodian functions.

#### **DOCUMENT CONTROL OFFICER AND BACK-UP DOCUMENT CONTROL OFFICER**

Duties: Responsible for all aspects of data deliverables: organization, packaging, copying, and delivery. Responsible for ensuring that all documents generated are placed in the Complete SDG File for inventory and are delivered to the appropriate EPA Regional personnel and other recipient(s). Backup responsible for fulfilling the document control officer's responsibilities if primary not available.

Qualifications: Minimum of High School Diploma and six (6) months of employment with the contractor's laboratory performing document control functions.

#### **GC/MS OPERATOR**

Duties: Responsible for all technical efforts concerning GC/MS operations, data reduction and report generation to meet all terms and conditions of the EPA contract. (Provide the names of three (3) qualified individuals on the worksheet.)

Qualifications: Minimum one (1) year experience in operating and maintaining gas chromatograph/mass spectrometer/data system (GC/MS/DS) and a Bachelor's

Degree in chemistry or scientific/engineering discipline, or in lieu of a degree, three (3) years of experience in operating and maintaining the GC/MS and interpreting GC/MS data reporting to a qualified Mass Spectral Interpretation Specialist.

**GC OPERATOR**

Duties: Responsible for all technical efforts concerning GC/ECD, GC/FID, and GC/MPD operation, data reduction and report generation to meet all terms and conditions of the EPA contract. (Provide names of three (3) qualified individuals on the worksheet.)

Qualifications: Minimum one (1) year experience operating and maintaining GC/ECD, GC/FID, and GC/NPD and a Bachelor's Degree in chemistry or scientific/engineering discipline, or in lieu of degree, three (3) years of experience in operating and maintaining the GC/EC and interpreting GC/EC data reporting to a qualified Pesticide Residue Analysis Expert.

REVISED PER AMENDMENT NO. 2  
ATTACHMENT G-2  
CONTRACT DESIGNATED EQUIPMENT SUMMARY

Laboratory \_\_\_\_\_ Date \_\_\_\_\_

Offeror shall provide an inventory of available laboratory equipment using the following format.

A. MINIMUM REQUIRED LABORATORY EQUIPMENT INVENTORY

**The items of laboratory equipment designated below are the minimum required for contract compliance.**

1. Gas Chromatograph/Mass Spectrometer/Data System for Low VOA's -- Minimum 1 Required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/MS					
purge & trap					
Data System					

2. Gas Chromatograph/Mass Spectrometer/Data System for Medium/Low VOA's -- Minimum 1 Required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/MS					
purge & trap					
Data System					

\* Designate whether a service agreement is in place or personnel on staff will perform instrument repairs. Indicate with either an "S" or "P" with the instrument model.



**CONTRACT DESIGNATED EQUIPMENT SUMMARY (continued)**

Laboratory \_\_\_\_\_ Date \_\_\_\_\_

3. Gas Chromatograph/Mass Spectrometer/Data System for Medium/Low VOA's -- Minimum 1 Required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/MS					
closed system purge & trap					
Data System					

4. Gas Chromatograph/Mass Spectrometer/Data System for Semi VOAs -- Minimum 1 Required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/MS					
Data System					

5. Gas Chromatograph/Flame Ionization Detector -- Minimum 1 Required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/FID					
Data System					

6. Gas Chromatograph/Nitrogen Phosphorous Detector -- Minimum 1 Required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/NPD					
Data System					

\* Designate whether a service agreement is in place or personnel on staff will perform instrument repairs. Indicate with either an "S" or "P" with the instrument model.

**CONTRACT DESIGNATED EQUIPMENT SUMMARY (continued)**

Laboratory \_\_\_\_\_ Date \_\_\_\_\_

## 7. Gel Permeation Chromatography System -- Minimum 2 required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GPC					
GPC					

## 8. Gas Chromatograph/Electron Capture Detector -- Minimum 2 required

Item Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/ECD					
GC/ECD					
Data System					

## 9. Data Back-up System

Item Description	Manufacturer	Model*	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
Data Back-up System					

\* Designate whether a service agreement is in place or personnel on staff will perform instrument repairs. Indicate with either an "S" or "P" with the instrument model.

**CONTRACT DESIGNATED EQUIPMENT SUMMARY (continued)**

Laboratory \_\_\_\_\_ Date \_\_\_\_\_

**B. MINIMUM REQUIRED BACK-UP LABORATORY EQUIPMENT INVENTORY**

The items of back-up laboratory equipment listed below are the minimum required for contract compliance.

Back-up Items Description	Manufacturer	Model* "S" or "P"	Software Title & Revision #	Serial No. &/or Lab ID	Date Installed Month/Year
GC/MS					
purge & trap					
GC					
ECD					
ECD					
FID					
NPD					

\* Designate whether a service agreement is in place or personnel on staff will perform instrument repairs. Indicate with either an "S" or "P" with the instrument model

C. Describe the laboratory's plan to perform volatile in soil analysis when the prime closed system purge & trap is not in service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. OTHER ORGANIC LABORATORY EQUIPMENT**

Item Description	Manufacturer	Model* "S" or "P"	Date Installed Month/Year

QUESTIONS ON RFP

Q.1. Exhibit C's CRQLs require Method Detection Limits (MDLs) less than or equal to one third of the CRQL. Could the 1/3 criteria be changed to read MDLs must be lower than the CRQLs?

A.1 The criteria cannot be changed to read MDLs must be lower than the CRQLs. Note that the MDLs have been deleted as part of the evaluation criteria.

Q.2. In Attachment B can the education requirement for the Project Manager be changed to read "chemistry or scientific/engineering discipline"?

A.2. See revised Attachment B. Requirement has been changed to read "chemistry or Bachelor's degree with a minimum of 15 credit hours of college level chemistry. Provide a list of chemistry courses by title and course number to substantiate the courses completed."

Q.3. We did not see equipment listed in Attachment G-2 for Organochlorine Pesticide and PCB analyses. The equipment needed is GC/ECD.

A.3. GC/ECD requirement has been added. See revised Attachment G-2 included with this amendment.

Q.4. If GC analytical systems are configured with dual column, dual detector on GC/ECD, GC/FID, and GC/NPD systems, would these be acceptable in lieu of the Minimum Back-Up Inventory? If back up equipment, or the minimum Contract Designated equipment Summary requirements are not met (not present at the laboratory), would a purchase order for such equipment, contingent on award of a contract, be acceptable evidence of commitment to this work?

A.4. The dual column, dual detector configuration does not work as back-up instrumentation. Offeror must demonstrate that the minimum requirements can be met with existing equipment inventory.

Q.5. Can we please get more information on what a "closed system purge & trap" system is as listed in Item 3 of Attachment G-2?

A.5. The closed system purge & trap utilizes a hermetically sealed sample vial, the seal of which is never broken from the time of sampling to the time of analysis. The purge & trap system consists of a unit that automatically adds water, surrogates, and internal standards (if applicable) to a vial containing the sample, purges the VOCs using an inert gas stream while agitating the contents of the vial and also traps the released VOCs for subsequent desorption into the GC.

Q.6. On the last page of the Contractor Designated Equipment Summary, Item D. lists "Other Inorganic Laboratory Equipment". Is this supposed to read "Other Organic..."?

A.6. Yes. This typo has been corrected on the revised Attachment G-2 included with this amendment.

Q.7. Will the due date for submission on this work be extended? Will there be any more opportunity for questions, comments, suggestions?

A.7. The date for receipt of proposals has been extended to 2:00 PM local time 4/6/99. Offerors with additional questions as a result of the amendments to the RFP may submit them by COB, Friday, 3/12/99.